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ABSTRACT

This learning module is one of a series that teaches the competencies of "Job Search Skills," part of the "Work Skills" package--a set of competency-based instructional materials written for low-level readers that prepares students with specific job search and job keeping skills. ("Work Skills" is part of the "Connections" package, which represents a synthesis of significant work on education and employment and presents a coordinated set of resources to assist school administrators, counselors, teachers, and employers in helping students in their school and work transitions.) This competency booklet covers two tasks needed to handle job offers: finding out information about the job and company, and negotiating for the job. Each task is coordinated with operational units, a performance objective, and a step-by-step procedure for performing the task, as well as suggestions for evaluation. Each operational unit contains some or all of the following: a competency statement, a task statement, a unit title, a performance objective, steps entailed in completing the performance objective, and one or more information sheets. (KC)

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Work Skills

Job Search Skills
Competency 5

Handle Job Offers

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Connections
School and Work Transitions

Work Skills

Competency 5.0
Handle Job Offers

A Module in the Job Search Skills Series

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CONTENTS

INTRODUCTION 1

TASK 5.01: FIND OUT INFORMATION ABOUT THE JOB AND COMPANY

Operational Unit 5.01A: Identify Specific Items in the Job Offer 9
Operational Unit 5.01B: Find Out the Company's Policies and Procedures 11

TASK 5.02: NEGOTIATE FOR THE JOB

Operational Unit 5.02A: Determine if the Job Offer Meets Your Personal Needs 15
Information Sheet 5.02A 17
Operational Unit 5.02B: Make a Choice 18

Introduction

The Job Search Skills training program is designed to prepare you for each phase of the job search—from the employer contact . . . to the application . . . to the interview . . . to the job.

How Does Job Search Skills Prepare You for the Job Search?

Job Search Skills tells you the exact skills you need to conduct a job search. And it gives you ways to learn, practice, and apply the skills. It also gives you a way to document or prove that you have mastered the skills.

What Is So Special about the Job Search Skills Program?

The Job Search Skills training program follows a special course of instruction. It is called individualized competency-based instruction.

Individualized Competency-Based Instruction

That is a long title!

- *Individualized* means it is designed for you and your needs.
- *Competency-based instruction* means the instruction is based on competencies or sets of skills.

Individualized competency-based instruction is special. It allows you to work on skills you need.

1

For example, do you have a properly prepared resume? Yes? Then you do not have to develop this competency. You already have it. You can spend your time on competencies you need. Do you need to spend more time on learning to complete an application? Then do it. You can match this program to meet your needs.

There is another advantage to an individualized program. It allows you to proceed at your own pace. You may find that some skills are easy for you. They will require little time to develop. Other skills may be especially difficult. Developing those skills will require more time. You can determine the time you spend on each skill. You can set the pace.

But, don't allow yourself to become lazy! The earlier that you can become competent in these skills, the sooner you can go out and get a job.

What Are the Competencies Necessary For Job Search?

Employers, placement officers, guidance counselors, and personnel directors have helped to identify five major job search competencies. These are:

1.0 Prepare for the Job Search
2.0 Search for Available Jobs
3.0 Apply for Jobs
4.0 Interview for Jobs
5.0 Handle Job Offers

How Is This Individualized Program Built around These Competencies?

Instructions for developing each of these five job search competencies are in five separate modules. This module contains instructions for Competency 5.0: Handle Job Offers. Look at the outline that follows. Find the competency statement. It is listed by whole number. Example:

5.0: Handle Job Offers

5.0: Handle Job Offers

5.01: Find Out Information about the Job and Company

5.01A. Identify Specific Items in the Job Offer

5.01B. Find Out the Company's Policies and Procedures

5.02: Negotiate for the Job

5.02A. Determine If the Job Offer Meets Your Personal Needs

5.02B. Make a Choice

Each competency is broken down into tasks. These tasks are *parts* of competencies. They are the tasks you must do to develop the competencies. The tasks are numbered with decimals. Example:

5.01: Find Out Information about the Job and Company
5.02: Negotiate for the Job

Each task is broken down into operational units. Operational units are units of work. They are *parts* of tasks. The operational unit to each task is designated by letter. Example:

5.01A: Identify Specific Items in the Job Offer
5.01B: Find Out the Company's Policies and Procedures

Read through the outline. Get to know the content areas.

How Should You Begin?

First, learn how this module is organized. Turn to the first operational unit. Each operational unit is titled in this way.

Competency 5.0: Handle Job Offers

Task 5.01: Find Out Information about the Job and Company

Operational Unit 5.01A: Identify Specific Items in the Job Offer

Next is the performance objective. This objective is a statement. It describes three things:

- The conditions under which you begin your performance:

  Given a job offer

- The job-related performance expected of you:

  you will be able to identify the job responsibilities, salary, hours, and final date for acceptance of the job

- The standards of performance:

  with 100% accuracy

Next are the steps you must follow to do the unit of work. Example:

Step 1. Ask about your job description.

Following are the procedures you must follow to do the steps. Example:

a. Find out the job responsibilities. List them on Worksheet 5.01A.
b. Find out and list the hours. Use Worksheet 5.01A.
c. Find out the number of people you will supervise or the person who will supervise you. List these facts on Worksheet 5.01A.

Read the information. Follow the instructions. All information sheets are in the module. Be sure to fill out your worksheets neatly and completely. You will refer to them throughout the program.

After you complete all the procedures and steps in a unit, **stop**. Decide how you are doing. Seek help from your instructor if necessary.

Next, rate yourself on the evaluation checklist. Your instructor has copies of the evaluation checklists. Then, show your worksheet and checklist to the instructor. Your instructor will check your work and rate you on the checklist.

This checklist is a helpful tool. It will tell you the sets of skills you have. It will tell your instructor—and prospective employer—the skills you have.

Now, before you begin this module, talk with your counselor. Talk with your instructor. Review your experiences. Are there some competencies you can show now? For example, do you have a properly prepared resume?

Read the evaluation checklists on the operational units. Can you perform the steps? If so, see your instructor. Ask him or her to evaluate you. Then, find out which module to begin. Seek your instructor's advice.

Now, begin to work on a competency you need.

Good luck! Enjoy the Job Search Skills training program. Then get a job!

Task 5.01
Find Out Information about the Job and Company

Competency 5.0:	Handle Job Offers
Task 5.01:	Find Out Information about the Job and Company
Operational Unit 5.01A:	**Identify Specific Items in the Job Offer**
Performance Objective:	Given a job offer, you will be able to identify the job responsibilities, salary, hours, and final date for acceptance of the job with 100% accuracy.

Step 1. Ask for your job description.

a. Find out the job responsibilities. List them on Worksheet 5.01A.
b. Find out and list the hours. Use Worksheet 5.01A.
c. Find out the number of people you will supervise or the person who will supervise you. List these facts on Worksheet 5.01A.
d. Find out any special conditions, such as overtime or travel requirements.

Step 2. Discuss the salary offered.

a. Find out the offer for starting salary. List the amount on Worksheet 5.01A.
b. Find out policies on raises. When will you be eligible? How often are rate increases given? On what basis are they given (for example, years of service, quality of work, volume of business)? List this information on Worksheet 5.01A.

Step 3. Ask about potential for advancement.

a. Find out about the next levels of the career ladder. To what job could you eventually be promoted?

b. Find out any requirements for promotion, for example, additional years of schooling, additional courses or training programs.

Step 4. Ask for the date your response is due.

a. Find out the amount of time you have to consider the offer.
b. Make sure you are given time to consider all the factors that enter into your decision. Ask for adequate time, but not too much.
c. Agree on a definite time by which you will reply.
d. Record this date on your worksheet.

Now . . .

Practice the steps above. Work with one or two other students. Take turns role playing the job offer scene. Offer advice to each other. Help each other improve your techniques for getting facts about the job offer. Work together until you feel confident.

Then . . .

Think about the unit. Are you in doubt about any part of it? If so, seek help from your instructor. Repeat the entire unit.

Do you feel that you have satisfactorily completed this unit? If so, complete the evaluation checklist. Then, see your instructor.

Your instructor will observe you in another setting. He or she will rate you on the evaluation checklist . . . and advise you if necessary.

Competency 5.0:	Handle Job Offers
Task 5.01:	Find Out Information about the Job and Company
Operational Unit 5.01B:	**Find Out the Company's Policies and Procedures**
Performance Objective:	Given a job offer, you will be able to find out the company's policies and procedures to the satisfaction of the instructor.

Step 1. Find out the personnel policies and procedures of the company.

a. Ask for a copy of the company's policy and procedure manual.
b. Find out about the policies and procedures regarding—
   - lateness
   - absences
   - time sheets
   - vacations
   - sick leave
   - rest breaks
c. Record facts about the personnel policies and procedures. Do this on Part 1 of Worksheet 5.01B.

Step 2. Find out about employee benefits.

a. Ask the employer for information about—
   - retirement plans
   - employee life and health insurance
   - credit unions
   - profit sharing
b. Ask for any printed material about these topics.
c. List the facts on Part 2 of Worksheet 5.01B.

Step 3. Find out about union membership.

a. Find out if employees must join a union.
b. Find out who is included in union membership.
c. Find out the union expenses, such as union dues.
d. List facts about union membership on Part 3 of Worksheet 5.01B.

Step 4. Find out if you can expect continuing employment in this job.

a. Find out if you are being hired for temporary employment.
b. Find out the conditions under which you could be dismissed. For example, is the work seasonal? Could you be dismissed in the winter months?

Now . . .

Practice the steps above. Work with one or two other students. Take turns role playing the job offer scene. Offer advice to each other. Help each other improve your techniques for getting facts about the job offer. Work together until you feel confident.

Then . . .

Think about the unit. Are you in doubt about any part of it? If so, seek help from your instructor. Repeat the entire unit.

Do you feel that you have satisfactorily completed this unit? If so, complete the evaluation checklist. Then, see your instructor.

Your instructor will observe you in another setting. He or she will rate you on the evaluation checklist . . . and advise you if necessary.

Task 5.02
Negotiate for the Job

Competency 5.0:	Handle Job Offers
Task 5.02:	Negotiate for the Job
Operational Unit 5.02A:	**Determine If the Job Offer Meets Your Personal Needs**
Performance Objective:	Given a job offer, you will be able to identify the items in the job offer and the company policies and procedures that meet or comply with personal needs and wants to the satisfaction of the instructor.

Step 1. Identify personal needs.

a. Read a description of personal needs on Information Sheet 5.02A.
b. Identify your needs. Do Part 1 of Worksheet 5.02A.

Step 2. List the items in the job offer. Complete Part 2 of Worksheet 5.02A.

Step 3. Identify your personal needs that are satisfied by each item in the job offer.

a. Read each item in the job offer.
b. Read through your list of personal needs.
c. Do Part 3 of Worksheet 5.02A.

Now . . .

Practice the steps above. Work with one or two other students. Take turns role playing the job offer scene. Offer advice to each other. Help each other improve your techniques for getting facts about the job offer. Work together until you feel confident.

Then . . .

Think about the unit. Are you in doubt about any part of it? If so, seek help from your instructor. Repeat the entire unit.

Do you feel that you have satisfactorily completed this unit? If so, complete the evaluation checklist. Then, see your instructor.

Your instructor will observe you in another setting. He or she will rate you on the evaluation checklist . . . and advise you if necessary.

Information Sheet 5.02A

People work to satisfy their needs. These needs can be grouped into five categories. Read the information below. Learn about the kinds of needs you and most people have.

Need for Survival

People need food, shelter, and clothing to stay alive. These are called physical needs. They are essential. They are our first and foremost needs.

Need for Safety

People need to feel safe . . . safe from danger (physical safety) and safe from things that are upsetting (emotional safety). If you work for a company that lays off people frequently and for no apparent reason, you will have little emotional safety.

Need for Fellowship

People have a need to belong . . . to be with other people, to be loved, to be liked, to be accepted. Everyone needs amounts of love and friendship.

Need for Esteem

People need self-respect. They need respect from other people. They need to be proud of themselves. They need to feel that other people are proud of them, too. They want other people to admire them and what they do.

Need for Self-Satisfaction

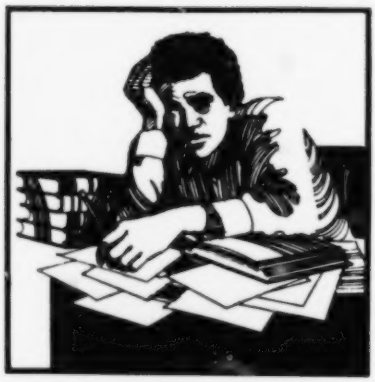
People need to feel that they are growing . . . that they are reaching their highest potential. As people experience life, they need to find new interests . . . new ways to improve themselves . . . and new meanings to life.

Competency 5.0: Handle Job Offers

Task 5.02: Negotiate for the Job

Operational Unit 5.02B: Make a Choice

Performance Objective: Given a job offer and knowledge of personal needs, you will be able to decide whether or not to accept a job within the time allotted to the satisfaction of the instructor.



Step 1. Look at the situation.

a. List the choices that are available to you. For example, do you have other job offers? Can you afford to wait until you get another offer?
b. List any other facts you should consider. Talk with your instructor. Get advice.

Step 2. Weigh the consequences of each decision:
What will happen if . . . ?

a. List the things you will gain if you accept the job. Look at the list of personal needs that will be satisfied by this job. (See Worksheet 5.02A.)
b. List the things you will give up or postpone if you accept the job.
c. Seek advice from your instructor.

Step 3. Accept or reject the job offer.

a. Make a decision based on the facts you have gathered.
b. Call the employer by the given date. Inform him or her of your decision.

Now . . .

Practice the steps above. Work with one or two other students. Take turns role playing the job

offer scene. Offer advice to each other. Help each other improve your techniques for getting facts about the job offer. Work together until you feel confident.

Then . . .

Think about the unit. Are you in doubt about any part of it? If so, seek help from your instructor. Repeat the entire unit.

Do you feel that you have satisfactorily completed this unit? If so, complete the evaluation checklist. Then, see your instructor.

Your instructor will observe you in another setting. He or she will rate you on the evaluation checklist . . . and advise you if necessary.

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